



DIVERSITY COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential and complex administrative duties in support of the Diversity Department. To assist in the planning, organization, and coordination of diversity-related programs and trainings.

Supervision Received and Exercised:

Reports to the Diversity Specialist.

Receives general supervision from the Diversity Director.

Essential Functions:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential administrative duties for the Diversity Department. Conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Serve as administrative support for various Boards, Commissions and city committees; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.
- Participate in office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; set meetings for supervisor; prepare minutes of meetings and transcribe as necessary.

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- Prepare graphic presentations as required; may edit, format, design and maintain Web Pages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Assist in the coordination of community diversity events, activities and new programs; assist in the development and implementation of processes or programs to integrate diversity into the city's image and marketing strategies; expand diversity outreach to more segments of the community.
- Help facilitate communication and positive working relationships in matters of diversity within the assigned department(s).
- Review and evaluate diversity related work products, methods and procedures with the input of department staff.
- Coordinate the staffing and supervision of volunteers.
- Perform additional duties as needed for the Diversity Department and provide services to other city departments and the community.
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Two years of general clerical experience including public contact.

Education:

Equivalent to the completion of an Associate's degree or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

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Job Code: 530

Status: Non-Exempt / Classified